

INSTRUCTIONS FOR COMPLETING THE “MONTHLY DOG LICENSE REPORT” (VPH-10) FORM

The VPH-10 form is to be used to report the dog licenses and registration tags issued during the coming year to the New Jersey Department of Health and Senior Services (NJDHSS) and for transmitting to the NJDHSS, fees collected for the Rabies Trust Fund, the Pilot Spay/Neutering Clinic Fund (PCF), and the Animal Population Control Fund (APCF), as required by in New Jersey Statutes Annotated 4:19-15.5.

FORM VPH-10

A. IDENTIFICATION

The month and year should be plainly entered in the space provided, together with the name of the municipality and county.

B. LICENSE DATA

Registration tag numbers should be entered in chronological order (first and last numbers issued) in the spaces provided in Section B.

Reports of dog licenses issued should be prepared on the form together with registration tag fees for each full calendar month and forwarded to the NJDHSS immediately at the close of each month. If no license is issued during any month, no report is necessary.

NOTE: One sheet will suffice if the report covers licenses issued during two or more months. This is acceptable when only a few licenses are issued during two to three months.

C. LICENSES ISSUED FOR WHICH NO MONEY IS SUBMITTED

The tag number of any dog license for which the fee is not forwarded should be placed in the column provided and the reason placed in the explanatory column under the proper heading, e.g., voided, replacement, or seeing eye, service, or hearing ear dogs. It should be noted that “therapy dogs” are not included in the exemption category.

D. PILOT SPAY/ NEUTERING CLINIC FUND

For each dog license issued for which a fee has been collected, an additional 20 cents must be charged. The total number of licenses for which the 20 cents has been collected is to be recorded in the space provided.

E. ANIMAL POPULATION CONTROL FUND

Owners issued licenses for nonspayed or unneutered dogs of reproductive age are to be assessed a \$3 fee. A dog of licensing age is considered to be of reproductive age. Owners presenting a statement signed by a veterinarian, or a notarized statement signed personally certifying that their dog has been sterilized, are exempt from the \$ 3 fee.

F. FEE DATA

For each dog license issued, a \$1 Registration Fee and a 20 cent Pilot Clinic Fee has been charged; for each license issued for an unaltered dog, a \$3 APCF Fee has been charged and is to be recorded in the space provided. The report must show in the proper spaces the first and last license number, indicate whether a check or money order is forwarded, and the number of licenses for which fees were actually collected and transmitted with the report. In those municipalities in which a three-year license is provided, for each three year license issued the fee would be three times the annual fees to be assessed.

G. CERTIFICATION

Please print your name and sign in the spaces provided. List a telephone number where the signer can be reached during the day for questions.

NOTE: The monthly report must be accompanied by a money order or check, drawn to the order of the New Jersey Department of Health and Senior Services in payment of the fees collected.

One check or money order may cover fees for more than one month, when the completed report covers licenses issued during one or more months. However, one check is to be submitted for each form completed.

Reports should be sent to the NJDHSS, IZDP. Please call (609) 588-3121 if you have any questions on any of the above.

Thank you for your cooperation and assistance in this matter.

DOG REGISTRATION TAGS

Chapter 151, Public Laws of 1941 (New Jersey Statutes annotated: Title 4:19-15.1 et seq.), commonly known as the Rabies Control Act, provides that uniform registration tags are issued to the owners of dogs registered under the Act. The following designs are declared official in New Jersey for the years indicated:

TAG DESCRIPTION

Dimensions: 1-1/2" long by 3/4" wide, with 1/8 rivet or link holes at each end. These measurements are to remain standard for future years.

Inscription: On the top - the abbreviation for New Jersey and the year, i.e., NJ 2000.

On the next line or lines - the name of your municipality.

At the bottom - a serial number, beginning with 1 .

Shape: The following basic shapes will be used, with the years of use noted above the tag shape. This will, in effect, give 8 years of service from these four basic designs:

2001
2005

2002
2006

2003
2007

2004
2008

Bowtie

Oval

Rectangular

Pinched Oval

A supply of these tags, sufficient for your needs, should be procured by the municipality from some manufacturer or dealer.

**Veterinary Public Health
Infectious and Zoonotic Diseases Program
New Jersey Department Of Health and Senior Services**